

## Job description for Director of Youth Ministries, St. Paul's, Port Townsend

### Responsibilities –

- Leads middle and high school youth in regularly scheduled youth-inspired programs and activities; coordinates efforts for children's ministries
- Acts as an advocate for youth and is present with them
- Recruits, trains and coordinates adult volunteers to work with parish youth, as needed
- Addresses youth issues for which the church has a unique responsibility and perspective
- Looks for opportunities to integrate youth activities with the broader congregation and the wider community
- Communicates effectively and frequently with the congregation and community about the youth and the parish's youth ministry
- Keeps youth safe in all programs and activities; complies with parish policies and training for Keeping Our Children Safe (the national Episcopal safety program)
- Works collaboratively with the clergy and other staff at St. Paul's; attends monthly staff meetings and annual staff retreat
- Administers the budget for youth ministries
- Is knowledgeable and supportive of Diocesan children and youth programs (e.g. HYC, JYC, Camp Huston); integrates appropriate wider church activities to the congregation's needs

### Requirements for the job –

- At least 23 years old
- Grounded in the Christian faith and appreciative of the Episcopal liturgy
- Able to connect within the community for outreach and service
- Experienced in working with groups and individuals in various settings (teaching, facilitating, listening, playing) and able to assess the needs of and work with youth and families
- Strong communicator -- both with adults and youth
- Knowledgeable of music and able to appropriately use music to communicate and draw in youth
- Creative thinker
- Self-starter

### What St. Paul's is ready to provide the applicant –

- Support from the Rector, Christian Education Committee and Vestry
- A congregation ready to support and help grow youth ministries
- An operating budget for programs and activities
- An existing Good News Kids Sunday school program and Vacation Bible School
- Administrative support
- Liability coverage for activities supported by the church
- Continuing education at conferences and seminars (2 programs/year)
- Vacation (2 weeks/year)
- An annual review of performance and job development